

MAJOR AWARDS

10 JUNE 1977

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

DATE

2086

6 June 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chairman, SAA **2 JUN 1977**
5E 58 Headquarters
Mr. F. W. M. Janney

Attached is your AGENDA for the Suggestion and Achievement Awards Committee Meeting on 10 June 1977 at 1000 in 5E 62, Headquarters.

Mr. Janney:

Mr. Knoche has been interested in the case under TAB A.

25X1A

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25X1A

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

5. [REDACTED]

6. [REDACTED]

7. [REDACTED]

8. [REDACTED]

9. [REDACTED]

10. [REDACTED]

11. [REDACTED]

12. [REDACTED]

13. [REDACTED]

14. [REDACTED]

Attached is your AGENDA for the Suggestion and Achievement Awards Committee Meeting on 10 June 1977 at 1000 in 5E 62, Headquarters.

25X1A

[REDACTED]

I agree with awards. 74,378.
He pro
EA 7

[REDACTED]

25X1A

*2 glass sandwiches
3X3" film chips
allows slide on
guide rails —
1 straight jack
1740A built from this
\$240M. each.*

SECRET

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE MEETING

Friday, 10 June 1977

1000

5 E 62, Headquarters

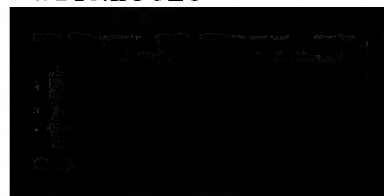
A T T E N D A N C E L I S T

25X1A

CHAIRMAN

F. W. M. Janney

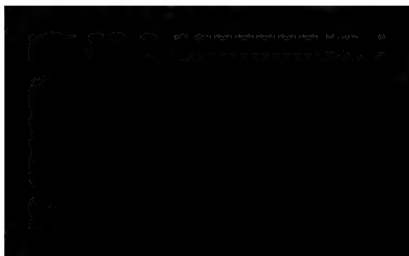
WITNESSES



EA-76

- CODEWORD

MEMBERS



/DCI)

/DD/S&T)

DI)

(O/DDA)

Awards Officer

ve

ve Secretary

Incentive

*ON TDY, 10 June. Agreed with
RECOMMENDATIONS, 9 JUN 1977*

A G E N D A

1. Call to order
2. Minutes of last meeting (TAB 1)
3. Executive Secretary's Report
4. Comments by Chairman
5. Discussion by Members
6. Vote on the following cases (TAB 2):

<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>
*	75-201	Shifting Platen for Mann 1740 Stereocomparator
A	EA-76	Exceptional Accomplishment Award - OWI
B	73-50 and 74-387	Microfilm System in OC

MURAI Competition

SECRET

E2 IMPDET CL BY 000123

SECRET

7. Adjournment

*CODEWORD case to be distributed at the Committee Meeting.

SECRET

CONFIDENTIAL

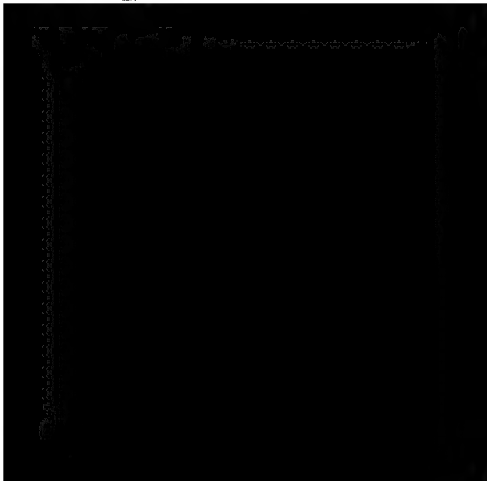
SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE

MINUTES

21 March 1977

On Monday, 21 March 1977 at 1000, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in 5E 62, Headquarters. The following were present:

MEMBERS



Office of the Director
Directorate of Intelligence
Directorate of Administration
Directorate of Science and
Technology

Directorate of Operations

SA-65

Executive Secretary
Recorder

25X1A

MINUTES

The minutes of the 16 December 1976 Meeting were approved as written.

EXEC.
SEC.
REPORT

Since the 16 December 1976 Meeting, 160 suggestions have been received; 143 or 89% were eligible and 17 ineligible. The Committee's Staff closed 84 cases. Three Exceptional Accomplishment and ten Special Achievement Award nominations were received since the last meeting.

CONFIDENTIAL

E2 IMPDET CL BY 060123

CONFIDENTIAL

COMMITTEE The Committee took the following action on the cases
ACTION listed below:

	<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
	76-117	CODEWORD	\$200 award, equally shared (MODERATE/GENERAL). The Committee invited NPIC to further substantiate their \$400 original recommendation should they wish to request reconsideration.
25X1A	SA-65	Special Achievement Award - [REDACTED]	\$1,500 Special Achievement Award (EXCEPTIONAL/BROAD).
25X1A	SA-66	Special Achievement Award - [REDACTED]	\$400 Special Achievement Award (EXCEPTIONAL/LIMITED).
25X1A	SA-72	Special Achievement Award - [REDACTED]	\$1,000 Special Achievement Award (EXCEPTIONAL/BROAD).
	77-129	Modification of Sanders 804 Memory Board	\$340 award, equally shared, based on tangible savings of \$5,624.
STATSPEC	75-354	[REDACTED]	\$1,300 award based on annual savings \$34,537 (\$875), plus SUBSTANTIAL/GENERAL (\$425) intangible benefits.
STATSPEC	77-122	[REDACTED]	\$600 award, equally shared, based on annual savings of \$7,108 (\$405), plus intangible benefits of HIGH/LIMITED (\$195). Re-examine in 90 days to determine evaluation results by other Agency components.

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<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
25X1A SA-73	Special Achievement Award - [REDACTED]	\$800 Special Achievement Award (HIGH/BROAD).
25X1A SA-75	Special Achievement Award - [REDACTED]	\$500 Special Achievement Award (HIGH/BROAD).

ADJOURNMENT The meeting was adjourned at 1030.

25X1A



Executive Secretary
Suggestion and Achievement Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NOS. 73-50 and 74-387

A. Background

The Suggestion and Achievement Awards Committee approved a \$950 suggestion award on 24 March 1975 (case summary attached).

B. Additional Information

1. Since the Committee's review, evaluations have been received from OL and [REDACTED]. Both offices do not consider the idea practical in their areas.

2. In February 1977, the originator of 74-387 noted in an Office of Communications newsletter additional savings have accrued since the award action of 1975 (copy attached).

3. OC evaluation and revised annual savings figures are attached.

4. C/Micrographic Program Branch concurred in the OC cost analysis.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$660 supplementary award based on estimated additional savings of \$10,219, equally shared.

D. Decision of the Committee

✓ Approved \$660 Award

 Disapproved 10 June 1977 Date

Att

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 73-50: dated 28 August 1972

STATINTL

[REDACTED], GS-11

Technical Writer

Directorate of Administration/OC

SUGGESTION NO. 74-387: dated 8 March 1974

STATINTL

[REDACTED], GS-13

Communications Officer-Operations

Directorate of Administration/OC

A. Summary of Suggestion

1. 73-50:

a. Place all OC engineering drawings, charts, graphs and specifications on 35mm aperture cards. Three rolls of film would be produced (one original and two ozaphanes); the original would be forwarded to archives, and the ozaphanes would be put on aperture cards (one ozaphane would be filed by location and/or equipment, and one would be filed by number).

b. Place all engineering project reports and files on 16mm microfilm rolls and place the rolls in microfilm jackets. Place the jackets in a central location for easy access. Each jacket holds from 60 to 98 images or pages. A complete project can be kept in one jacket for fast retrieval and easy reading. Also place engineering field reports in microfilm jackets. This would not only conserve space but would keep response time to queries from the field to a minimum.

c. Also, place all engineering publications (Engineering Technical Bulletins, Modification Work Orders, Test Procedures, Maintenance Parts List, etc.) on 16mm microfilm rolls and place the rolls in jackets. Keep the jackets at Headquarters for easy updating and revisions, and disseminate a microfiche copy to all interested parties.

2. 74-387:

Place OC cryptographic instructions, regulations and procedures on microfiche for ease of transportation to and storage at field stations. Transmit information documents, such as the OC Newsletter, by microfiche. Updating of documents would be accomplished by page changes at Headquarters, which would then be reproduced as a complete fiche card for transmission to the field.

B. Evaluations

1. OC originally declined Suggestion No. 74-387 in June 1974. They had conducted a microfiche applications study in June 1973, about the same time as the DDO initiated their microfiche program. At that time, OC response was insufficient to warrant going ahead on an office basis.

2. On 3 December 1974, the OC Executive Board adopted a policy endorsing micropublishing of OC documents wherever feasible. This is a significant and fundamental change in OC paperwork management that can be directly attributed to the subject suggestions.

3. OC is procuring and distributing 100 microfilm readers and 20 reader/printers world-wide. Simultaneously, conversion of OC production procedures is in progress. Full benefits of this program will be realized beginning in FY 1976. Attached is a detailed description of annual savings.

4. Intangible benefits are as follows:

a. Increased office efficiencies resulting from volume reduction and increased ease of access.

b. Elimination of the problem of missing pages and time-consuming page checks of registered documents.

c. Reduced emergency destruction time.

OC rated intangible benefits SUBSTANTIAL/BROAD.

5. OC recommended that the award be shared as follows:
80% for Suggestion No. 73-50 and 20% for Suggestion No. 74-387.

6. As a result of Suggestion No. 73-50, 45,000 drawings have been converted to microfilm to date. Savings in floor space have avoided the need for an estimated additional 200 square feet of storage space in the Rosslyn area. At an annual cost of \$9.91 per square foot, the additional savings is approximately \$2,000 annually and justifies an additional \$150 award for Suggestion No. 73-50.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$950 total award based upon annual savings of \$7,000 (\$400), plus SUBSTANTIAL/BROAD intangible benefits (\$400) + \$150 additional award for Suggestion No. 73-50, to be shared as follows:

* 20% for Suggestion No. 74-387 \$160

* 80% for Suggestion No. 73-50
(\$640 + \$150 additional award) \$790

STATINTL

3. Refer to OL [REDACTED] to determine if they can use this for their engineering drawings.

D. Decision of the Committee

✓ Approved

950 Award

 Disapproved

24 MARCH 1975 Date

Att

*% of combined \$800 awards portion only.

OC Micropublishing Cost Analysis

EQUIPMENT INVESTMENT

A. Microfilm Readers = \$48,000 (expected life - 8 years)

B. Microfilm Reader/Printers = \$60,000 (expected life - 5 years)

Amortized Cost = \$48,000/8 years + \$60,000/5 years = \$18,000 Annually

ESTIMATED COST SAVING

An average of seven OC Handbooks are revised each year. Printing, distribution, and storage costs for paper copy compared to microfiche are:

	<u>Paper Copy</u>	<u>Microfiche</u>
7 Handbooks - 200 copies ea.:	7	7
Printing Cost :	<u>\$ 200.00</u>	<u>\$ 15.08</u>
	\$ 1,400.00	\$105.56
Distribution Cost :	\$ 1,750.00*	\$ 21.84***
Secure Storage Cost :	<u>\$ 2,000.00**</u>	<u>\$ 40.00****</u>
	\$ 5,150.00	\$167.40
	Gross Saving = \$4,982.60	

* 7 x 200 (8 oz) x \$2.50 per pound

** 44' ÷ 8 (4-drawer safe) = 5 x \$400.00 (safe cost)

*** 7 x 200 (1/10 oz) x \$2.50 per pound

**** Storage Cost reduced 98%

The above estimate of savings is based on a 20% sample of OC publications. Therefore, total gross savings are estimated at 5 x \$5,000 = \$25,000.

Net Saving = Gross Saving - Annual Equipment Cost = \$25,000 - \$18,000 = \$7,000

February 1977

During the travels of various Headquarters personnel this past year, it has been repeatedly called to our attention that the Commo Newsletter has been missed. Therefore, with this issue we are resurrecting the Newsletter. We appreciate your comments which resulted in this action and solicit your future comments in order to keep this publication tailored to your needs.

It is our intention to publish on a quarterly basis and distribute this newsletter widely within Commo. In order for the content to be meaningful to you, we will welcome your suggestions on content and editorial policy as well as articles for inclusion.

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SKYMUX

Our SKYLINK upgrade efforts are continuing in full swing despite the satellite problems. SKYMUX, as the replacement for the present multiplexer in the SC-1 terminal, is the major change being implemented in the network at this time. SKYMUX will expand the present two channel capability of the terminal up to a maximum of six. Normal configuration will allow three channels of operation, one channel for CRU, one for TCU, and one spare for overload or other use. Expansion to six channels to accommodate additional fixed requirements or temporary support requirements such as VIP visits is possible by changing PC cards. One interesting facet of this new system is that the CRU interface will be BLACK, thus requiring that the DOS provide and maintain their own KW-7s and terminal equipment.

25X1A



addition to the network were confirmed. The first field installation was recently completed in [REDACTED] subsequent installations in early 1977 are planned for [REDACTED] Once sufficient data has been accumulated to verify satisfactory operation, it is anticipated that future installations will be accomplished by the Area technicians without Headquarters participation.

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SKYMUX was planned to provide other users with the capability for end-to-end cryptography to ensure their privacy of communications. It should also provide the necessary field station circuit capability to meet ever increasing communications requirements.

ADMINISTRATIVE HAPPENINGS

Hospitalization cards will now be immediately available to employees returning from overseas when checking in at Headquarters. Cards will still be sent directly to the home leave point upon request.

Lateral Transfer Information and Brief Post Reports will now be forwarded along with the CSA that announces the employees next assignment. Handling of the LTI's in this fashion should result in substantially reduced cable traffic, and the post report information will provide employees with an immediate basis for personal planning.

Effective 1 October 1976, employees PCS in CONUS are entitled to be reimbursed for pre-departure temporary lodging expenses (TLA) when assigned overseas. Regulations now provide for reimbursement for all phases of temporary living resulting from a tour abroad.

FROM PRINT TO MICRO

Many private business firms and large Government organizations which issue bulky handbooks, manuals, and catalogs have found micropublishing to be one answer to reducing their soaring printing, mailing and storage costs. OC faces similar rising costs and as we entered the mid-70s the cost of paper was skyrocketing. An OC employee suggested, through the incentive award program, that OC adopt microfiche as the standard publishing medium.

Studies and meetings on the feasibility of such a program convinced the OC Executive Board that the benefits to be realized were impressive. Implementation of the OC Micrographics Program was officially approved in December 1974. The program encompasses all OC Orders, Handbooks, Manuals, Parts Lists, Modification Work Orders, [REDACTED] computer

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on the experience with micropublication led to further OC Executive Board consideration and the conclusion that while the decision to establish the OC Micrographics Program was justified and sound, universal implementation should be tempered by review and approval of justified exceptions. Accordingly, an OC Microform Publication Exception Review Board was established to review the merits of requests from document originators for exception to the micropublication standard and to recommend approval or denial of such requests.

The first official OC microform publications were produced and distributed in May 1975. Since that time, we have produced and distributed 382 OC publications in a microfiche medium. These 382 publications and the required distribution copies represent one million plus pages of paper or, approximately 260 cubic feet of publications, enough paper to fill 32 four-drawer safes. The comparison chart, detailed below, shows the cost effectiveness of the program.

MICROFICHE vs. PAPER COPY
COST COMPARISON

<i>Paper Copy</i>		<i>Microfiche</i>	
Publications	382	Publications	382
	× \$ 150.00		× \$ 6.65
Printing	\$57,300.00	Printing	\$2,540.30
Distribution	\$ 8,520.00	Distribution	\$ 448.00
(@ 2.80/lb.)			
Storage	\$25,600.00	Storage	\$2,560.00
Total	\$91,420.00	Total	\$5,548.30

Initial start-up cost, which included all microfiche reader/printers, readers and storage containers which Headquarters provided to OC components in FY-75, was \$65,662.45. Additional equipment purchased in FY-76 amounted to \$23,830.23, which brings the total cost of implementing the program to \$89,492.68. Comparing these figures with those shown above, it can be seen that we have approximately "broken even" in little more than one and one-half years. We are now looking forward to the savings to be realized as more OC publications are produced and distributed in a microform medium.

One problem does remain, namely, that of destruction. Predictions that a microfiche destruction kit would become a stock item by January 1977 were premature. The kit is still undergoing tests by [REDACTED] and no date for availability can be given.

The kit, as originally designed, consists of a steel rectangular box and a separate one gallon container of methylene chloride. The destruction kit is suited for office use, is non-flammable and has a long shelf life. Although the device is intended for emergency destruction and is not designed for re-use, microfiche may be routinely stored in it. Tests to date indicate that dry disintegrators or paper shredders produce residue which is large enough to contain significant data and, therefore, constitutes a security hazard. One alternative under consideration for the routine destruction of superseded or obsolete microfiche at facilities having no burn capability is to have microfiche returned to Headquarters for final disposition. In the meantime, keep those teeth sharp.

THE NUMBERS GAME

OC is once again trying to develop a better method to estimate field station workload. Everyone will agree that we will never develop a statistical method of measuring workload which can be relied upon for every decision concerning field station activities. What we hope to develop is a system which will provide part of the information required by OC managers when making decisions. It is hoped that we can develop a better method of determining gross field station workload, of estimating the utility of proposed systems, e.g., the Automated Field Terminal, of selecting stations where improvements are required, e.g., SKYLINK installations, and for identifying problem areas, e.g., personnel shortages. We started by utilizing the information contained in CATRAN/STRES reports. A weight was assigned to the various types of messages; for instance, outgoing Agency traffic was assigned the highest weight because of the poking time involved. Circuit quality was factored into the workload formula by comparing the number of transmissions against the number of messages handled. The result was a number which represented the narrative traffic workload handled by each operator at a field station. This number was used for comparison purposes and we were able to determine which stations were above the average narrative workload figure, which were below, what was the most significant workload for various stations, etc. Next, we decided to incorporate "other work" into this basic data base. The recent request to expand CATRAN reporting to include information concerning time obligated for covert support, TDY, etc., was the first step in this effort. When this information is added to the other data, we hope to have a meaningful workload figure for each station. The day may well come when the STRES report not only contains information concerning narrative

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OCIC M77-034

18 May 1977

MEMORANDUM FOR: Executive Secretary
Suggestion and Achievement Awards Committee

THROUGH : Executive Assistant, OC

FROM : [REDACTED]
Chief, Information Control Staff, OC

SUBJECT : OC Micropublishing Program - Suggestions
73-50 and 74-387

1. The microfiche vs. paper copy cost comparison chart recently published in the OC Newsletter article was not intended to be misleading in showing the cost effectiveness of the OC micrographics program. The microfiche vs. paper copy comparison was intended to dramatize the cost effectiveness of the program and the statement, "...we have approximately "broken even" in little more than one and one-half years...", was intentionally placed in quotation marks to imply a further detailed explanation is required.

2. Many of the already existing paper copy OC publications were converted to microfiche just to eliminate the paper copy; they were not new publications per se, nor were they of a type which are routinely revised. Therefore, the printing and distribution cost for those publications cannot be considered savings. The only true savings in having microfilmed the previously existing paper publications are the potential savings in reduced storage space requirements, minus the cost of microfilming.

3. Micropublishing does reduce storage space requirements; however, secure storage containers are not actually being returned to stock. Further, if micropublishing reduced storage requirements by two cubic feet (one safe drawer) in every OC component, the possibility still exists that not one safe would be returned to stock. Also, the space that is now occupied by the microfiche readers and reader/printers have not been computed into the cost analysis.

4. We have prepared a cost analysis (see attachment) in a conscientious effort to determine the monetary savings, both

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OCIC M77-034

SUBJECT: OC Micropublishing Program - Suggestions 73-50 and 74-387

factual and potential, that have been realized by implementing the micropublishing program. The analysis is based upon the following:

a. The printing and microfilming costs are based upon estimates furnished by Printing and Photography Division, OL.

b. The savings in mailing cost have been estimated by using the [REDACTED]

STATINTL

STATINTL

Mailing cost estimates are based upon an average 50-page OC publication weighing 4 ozs. The total pages revised and distributed in microfiche are divided by two, to reflect two-sided printing, and then divided by 200 (200 pages = 1 lb.) to derive total pounds and multiplied by \$2.80 (bulk rate) to arrive at the mailing cost. The cost for mailing microfiche is based upon five (5) microfiche cards weighing one (1) oz.

c. The estimated storage savings are based upon the total pages revised and distributed in microfiche, divided by two (2) to reflect two-sided printing, and then divided by 2000 (2000 pages = 1 cubic foot) to derive total cubic feet. The total cubic feet is divided by 8 (8 cubic feet = one 4-drawer safe) to determine number of storage containers required. New secure storage containers cost approximately \$800.00 each. Estimated storage savings are based upon microfiche reducing storage requirements ninety percent.

5. We feel both suggestions, No. 73-50 and No. 74-387, were instrumental in implementing the overall micropublishing program; however, we feel Suggestion No. 73-50 provided the initial impetus. Based upon that fact, we believe the awards were equitably distributed between the two suggestors.

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OCIC M77-034

SUBJECT: OC Micropublishing Program - Suggestions 73-50 and
74-387

6. The cost analysis shows the total first year net savings to be \$17,218.90 vice the previously estimated \$7,000.00. An additional award of \$335.00 appears to be justified. This additional award should be equally shared.

STATINTL

Attachment:
OC Micropublishing Cost Analysis

Distribution:
Orig. - Addressee w/att.

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Attachment to OCIC M77-034

OC Micropublishing Cost Analysis

First Year Equipment Cost - \$66,000.00

Amortized Cost = \$66,000.00 ÷ 6 yrs. life = \$11,000.00 Annual

	<u>Paper</u>	<u>Microfiche</u>
118 Handbooks (145 Cys Ea.) (30-page average)	118 x \$125.00 \$14,750.00	118 x \$8.85 \$1,044.30
Mailing:	3,592.40	599.20
Storage:	12,800.00 \$31,142.40	1,280.00 \$2,923.50

SAVINGS GROSS = \$28,218.90

	\$28,218.90
	- 11,000.00
NET SAVINGS FIRST YEAR -	\$17,218.90

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-293: dated 11 February 1977
[REDACTED] GS-06
Secretary
Directorate of Operations/CI Staff

STATINTL

A. Summary of Suggestion

Paint large graphic designs in the long hallways and corridors of Headquarters Building. The designs would break up the length of the corridors and make the space more pleasing to the eye.

B. Evaluation

STATINTL

1. [REDACTED] submitted her proposal to Chairman, Fine Arts Commission via memorandum of 22 June 1976. As a result, FAC obtained DDA approval and issued Employee Bulletin No. 573, Competition for Design of Large Graphic Mural, dated 18 February 1977 (attached). The suggester officially reported her ideas to the Suggestion and Achievement Awards Committee 11 February 1977.

2. In May 1977, the winners of the competition were announced in EB No. 601 (attached) and Special Achievement Awards were approved for the winners in June 1977 (case summary attached).

3. The DDO representative to the Fine Arts Commission recommended an Advisory Award of at least \$50. Chairman, FAC concurred.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 Advisory Award.

D. Decision of the Chairman

151
Chairman, Suggestion and Achievement
Awards Committee

29
Date

\$50
Award

Atts

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 82: Nomination Date: 8 June 1977

STATINTL

[REDACTED], GS-13
Chief, Training Aids
Directorate of Administration/OTR
[REDACTED], GS-13
Photo Technologist
Directorate of Science and
Technology/OD&E
[REDACTED]
Building Architect
Directorate of Science and
Technology/NPIC

STATINTL

STATINTL

A. Summary

The attached nominations from Chairman, Fine Arts Commission and concurred in by the Deputy Director for Administration recommend the following awards for the Headquarters Tunnel Design competition winners:

1st -	[REDACTED]	- \$600
2nd -	[REDACTED]	- \$100
3rd -	[REDACTED]	- \$ 50

STATINTL

(Copy of Employee Bulletin No. 573, dated 18 February 1977, announcing the competition and Employee Bulletin No. 601, dated 31 May 1977, announcing the winners are attached.)

B. Additional Information

1. The work on the design for the tunnel area started on 7 June 1977. The Fine Arts Commission is considering the use of the [REDACTED] entry in some other area of Headquarters Building or some other Agency-occupied building. The design by [REDACTED] is being considered for the Gym at Headquarters Building.

STATINTL

STATINTL

2. The Deputy Director for Administration and the Fine Arts Commission have discussed the advisability of future competitions for mural designs. Present plans are to repeat this type of competition in about three years to seek designs that, if appropriate, would replace the murals used as a result of the most recent competition.

3. According to the Tangible Awards Scale, a cost avoidance of \$4,000 (estimate of a similar design from a commercial firm), would warrant an award of \$400 alone.

C. Comments by Executive Secretary

1. The purpose of the Committee's review of this case at this time is to authorize award processing action in accordance with para c (2) (b) (2) [REDACTED]

STATINTL

2. A total award payment of \$750 for this competition would seem to coincide with SUBSTANTIAL/GENERAL categories on the Intangible Benefits Guide to be shared as follows:

WINNER: [REDACTED] - \$600
Second: [REDACTED] - \$100
Third : [REDACTED] - \$50

STATINTL

D. Decision of the Committee

✓ _____ Approved \$750 Award
_____ Disapproved 10 June 1977 Date

Atts

STATINTL

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Next 31 Page(s) In Document Exempt

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EMPLOYEE BULLETIN

EB No. 573

18 February 1977

COMPETITION FOR DESIGN OF LARGE GRAPHIC MURAL

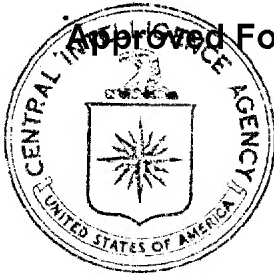
1. The CIA Fine Arts Commission is sponsoring a competition for the design of a large graphic mural. The objective is to add color, warmth, and visual excitement to the Headquarters Building ground floor tunnel area and to encourage and utilize creative design talents.

2. All Agency employees, except members of the Fine Arts Commission, are eligible to participate. Entries should be submitted in the form of full color scale drawings. Interested employees should first obtain technical information by calling [REDACTED] on extension 6101. Completed entries should be submitted to the Chairman of the Fine Arts Commission, Room 6G00, Headquarters Building no later than 29 April 1977.

STATINTL

3. The Fine Arts Commission will judge the designs and select winners with the assistance of outside graphic consultants. The creator of the winning design will be awarded a \$600 honorarium by the Fine Arts Commission under the Agency's Suggestion and Achievement Awards Program. Awards for second and third places will be \$100 and \$50, respectively. Production of the mural will be supervised by the winning designer.

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EMPLOYEE BULLETIN

EB No. 601

31 May 1977

WINNERS IN THE TUNNEL DESIGN COMPETITION

1. Employee Bulletin No. 573, dated 18 February 1977, announced that a competition would be held for a mural design for one of the walls in the Headquarters Tunnel.

2. The CIA Fine Arts Commission is pleased to announce the winners in the Tunnel Design Competition.

Winner:

Second:

Third :



3. Three prominent graphic designers were invited to judge the 33 entries. They were Ann Chaperos, Chaperos Productions, Ltd; Dave Sutton, Design Director, Department of Agriculture; and Jerome Perlmutter, National Endowment for the Arts. Their decisions were unanimous.

4. All entries will be on display in Exhibit Hall in June. The winning design will be painted on the tunnel wall in the near future.

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